



EMPLOYEE NEWSLETTER

September 2004

News and Information for employees at Muscatatuck SDC during the transition to community-based services.

Bartholomew, Jackson and Jennings Counties - JOB OPENINGS EMAIL

To receive a listing via email of all job openings in these counties you must be registered and active in Employment Services CS3. You can register at the following website: <http://www.in.gov/dwd>. [Be sure to select the first yellow button entitled "CS3."]

CS3 stands for "Customer Self-Service System". This system allows you to enter your work experience to match with job titles, skills, preferences of shift, rate of pay and full time/part time positions. The more information you provide, the more available jobs will appear. You must maintain an active status in Employment Services by updating your information at least every 60 days.

To be added to the distribution mailing, providing your name, social security number and email address to bdarlage@dwd.state.in.us or in person at the Columbus Local office.

Unemployment Insurance

The maximum benefit amount is the total amount of money than an unemployment claim sets up. The unemployment weekly benefit amount is approximately 55% of your average weekly gross wage. The maximum weekly benefit amount that anyone can receive is \$369.00. Unemployment benefits are paid up to 26 weeks or until the Maximum Benefit Amount reaches zero, whichever comes first.

MSDC EMPLOYEES EARN LPN DEGREE

Twelve employees graduated in August from Ivy Tech State College. They are Deborah Baker, Mary Carnes, Kim Day, Karen Downey, Shelia Hammersley, Nancy Juengst, Elizabeth Mann, Marsha Manning, Denise Miller, Michelle Pickett and Doyle Proffitt.

The employees tuition was paid, in part, by state training funds. Muscatatuck employees are eligible for up to \$2,000.00 each to pursue career-related job training and/or education.

Free email available through Yahoo!

Potential employers often use email to contact perspective job candidates. Yahoo is one of several Internet search engines that provide free email services.

- Go to www.yahoo.com
- Click on "Sign up for a free account now"
- On the next page make sure to click "Sign UP for Yahoo! Mail" (Free)
- Answer all necessary questions
- Make sure when you are selecting an email address that is appropriate for job search purposes!
- Some examples of suitable email address:
yourfirstnamelastname@yahoo.com
Firstname.Lastname@yahoo.com

When choosing an email address: You are trying to impress the prospective employer

Do not use language that may offend
Remain businesslike

You can have more than one email address - one for personal and one for job search/business purposes.

Information to Keep in Mind
Indiana Protection & Advocacy Services:
317-722-5555 or
1-800-622-4845

Div. of Disability, Aging & Rehab. Services:
800-545-7763

Div. of Mental Health & Addiction:
800-901-1133

MSDC/MSH Information Hot Line:
800-903-9822

Ombudsman:
800-622-4484

Important Date

10/21/04

JOB FAIR

7a - 3p in the Chapel

Work One sponsored - all employees
welcome

**“There are two ways of exerting one’s strength: one is pushing
down, the other is pulling up.”
Booker T. Washington (1856-1915)
Educator**

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Name
Address
City, State, Zip